

LEGAL AIDE

Franklin County Children Services is seeking an experienced legal aide, who has successfully completed a certified program for paralegal or legal aide through an accredited/approved college or university. Primary responsibilities include responding to subpoenas, judicial orders for the production of documents, discovery requests and requests for information. They also include motion drafting and filing primarily within the Franklin County Court system, and therefore a familiarity with the electronic filing system is preferred. Two to five years of experience and knowledge of juvenile procedure also preferred. The successful candidate will be able to demonstrate a commitment to cultural diversity, strong communication skills, both written and verbal, an ability to meet organizational deadlines and goals, the ability to complete legal case documentation and data entry in a timely fashion to contribute to the agency's continuous quality improvement and evaluation efforts. The incumbent may be required to work non-traditional hours.

Franklin County Children Services offers a full health care package which includes medical, dental, vision, life insurance, legal services and tuition reimbursement. If interested, please send resume with cover letter to fccshr@fccs.us or mail to Franklin County Children Services, Attn.: Human Resources, 855 West Mound Street, Columbus, OH 43223

AA/EEO